

## MEETING NOTES

**MEETING DATE:** November 4, 2010

**PROJECT:** Morrill DPH Offices  
Project No: 20452F

**PRESENT:**

Kevin Riordon, Dietz & Company Architects (DCA)  
Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development (IDC)  
Ted Landis, Inglewood Development (IDC)  
Helen Taugher, MA DPH  
Marija Popstefamja, MA DPH

**MEETING:** CONSTRUCTION MEETING NO. 09

**LOCATION:** University of Massachusetts  
Amherst, MA

**DISTRIBUTED TO:**

Stephen Lobik, F&CP - UMA  
Mark Poscik, UMA  
Roger Jarosz, Inglewood Development  
Nick Ariskin, Inglewood Development  
Ted Landis, Inglewood Development  
Judy Laduc, UMA EH&S  
James Hanchett, MA DPH  
Helen Taugher, MA DPH  
Marija Popstefamja, MA DPH  
Shane Landry, Adams P&H  
Maryanne Steele, Umass EH&S  
Suzanne Long, MA DPH

**WEATHER:** Rainy 40s.

Corrections to previous meeting notes: None.

Progress Report:

Punchlist Status: N/A

Requisition Status: N/A

Attachments: N/A

Time for Completion: 11/26/10 (Substantial Completion)

Notice to Proceed date: 7/28/10

Days in Contract: 120

Time elapsed:

Percent Work completed:

### PREVIOUS MEETING ITEMS

#### 1.5 AFD FIRE ALARM PERMIT

See previous notes for item history

2010-10-13 Binder submitted by UMA FCP to EH&S/AFD and work has been approved to move forward. Simplex has submitted permit drawings but drawings did not include floor plans with devices. Simplex info to be included in final as-built submission. Tie in of fire alarm to be completed by end of week.

Action:  
IDC

2010-10-21 Permit provided by AFD. Floor plans with devices to be submitted with as-built binder.

2010-11-4 Closed.

#### 1.7 CARD ACCESS SECURITY AT DOORS

2010-08-03 UMA will be coordinating device, installation and integration requirements with Physical Plant for doors indicated to receive card access readers. If card access system is not ready for use at the end of Phase I, the key core at Secure Evidence Room will be moved to new Storage Room lockset until card access system is activated.

Action:  
IDC/UMA

2010-08-12 ECSC is the typical UMA card access contractor for installing wiring and devices for card access system. They will require a separate permit to do card access electrical work. UMAFP met with physical plant to coordinate revisions to door hardware requirements and will try to finalize by next week.

2010-08-19 UMA would like to get IDC electrical subcontractor to install card access system. Stephen to finalize door hardware and Blackboard system requirements. Stephen to determine room for Blackboard control panel.

2010-09-02 List of required Blackboard materials for pricing by electrical contractor submitted to IDC on August 26. IDC to expedite pricing but move forward with ordering these materials immediately. IDC to provide status on where Icon Electric is at with this information. List also included revised door hardware requirements. DCA will review door and hardware submittal (submitted 8/31/10) based on this should have been included in submittal.

2010-09-23 Door hardware was reviewed with door supplier last Tuesday to finalize and confirm correct submittal. Price for Blackboard material and labor submitted and under review. Icon / IDC to submit Blackboard material cost backup.

2010-09-30 Blackboard cost backup provided to supplement PCO 2 (Blackboard system materials and installation). There is a concern about the number of hours required for the electrician for the Blackboard system installation. Mark P. to consider whether he is able to provide oversight for T&M installation approach. Icon confirmed that Blackboard materials have been

ordered.

2010-10-13 Icon has ordered materials. T&M still being considered.

2010-10-21 Mark P. will monitor T&M. Icon/IDC will submit change proposal for Blackboard materials. Installation labor will be provided under a separate change. Two weeks until Blackboard materials are delivered. Programming of system to be done by Umass. Umass staff person from fire alarm shop to attend next weeks meeting to coordinate exact installation requirements with Icon.

**2010-11-4 UMA Physical Plant was at the last meeting to coordinate installation requirements. One 2" conduit will carry all cables from the main controller to the renovation area (not multiple conduits for each door). A change order for the Blackboard material will be created by IDC. Materials were reviewed onsite by Mark Pocsik. UMA to prepare change order green sheet.**

#### 1.9 FUME HOOD REMOVAL

2010-08-03 UMA will perform testing on fume hood and exterior ductwork to determine if decontamination is required. EH&S will schedule decontamination if required.

Action:  
IDC

2010-08-12 Testing for contaminants will be done this Monday to determine what level of decontamination is required. DPH to remove final items from duct and lab spaces to allow removal of fume hood. Early abatement of this area will be discussed next meeting.

2010-08-19 The hood is ready to be removed. IDC to coordinate work with DPH.

2010-09-02 Work on hood removal not yet started. IDC to get disconnections completed by subcontractors as soon as possible.

2010-09-23 Hood still in place, utility lines removed. IDC wants to remove the hood when other ACM abatement work is done in the lab space – scheduled for Oct. 4.

2010-09-30 No further work completed. Inglewood wants to have abatement for fume hood done at same time as remainder of Phase 2 areas.

2010-10-13 No further demolition has been done. UMA to notify DPH of completion and move in dates for Storage 224B to clear area for IDC. Haz mat abatement will take 1 week to complete after Phase 2 area is turned over.

2010-10-21 Movers to start moving furniture from Phase 2 area this Monday am. Fume hood rooms are open to start abatement work on Monday with remainder of area open after move completion on Wednesday.

**2010-11-4 Fume hood is removed. New ductwork to roof is installed. Conduit for new exhaust fan to be installed at exterior face of exterior wall but located next to fume hood to minimize visibility. IDC indicates that power to rooftop fan was not shown in the drawings. DCA submitted a sketch provided by RDK for exhaust fan power back in September. IDC to review.**

#### 1.10 LONG LEAD ITEMS

2010-08-03 IDC to prepare early submittals for long lead items including fume hood, metal casework, rooftop exhaust unit, windows, security screens (and card access if UMA determines that GC will supply to project).

Action:  
IDC

2010-08-19 IDC to prepare submittals for long lead items not already submitted.

2010-09-02 87 Mountain Blue will be the color for the fume hood and the metal casework.

2010-09-23 Casework is still 5 weeks out. IDC to check timing of Blackboard material delivery (est.. 2-3 weeks). IDC to check status of HVAC equipment.

2010-09-30 Continued.

2010-10-13 IDC to call subcontractors to identify lead times for casework/fume hood, Blackboard components.

2010-10-21 Casework/fumehood to be delivered ~Oct 25. IDC to check door delivery date.

**2010-11-4 Casework will be delivered as required to meet schedule. Security screens (with simple bar latch) will take approx. 8 weeks to deliver.**

#### 3.2 SCHEDULE

2010-08-19 Stephen to submit permit documents to DPS State Building Inspector today. Office 224 should be ready for work upon DPS approval. Existing furniture / refrigerator to be moved out of work area and covered.

Action:  
IDC

2010-09-23 FA submittal completion is the critical path and will hold up completion of 224B if not completed soon. Schedule to follow receipt of FA submittal.

2010-10-13 IDC to submit schedule based on expected 224B completion date.

2010-10-21 Continued.

**2010-11-4 New schedule submitted to show completion by mid December. Time extension due to Simplex delay to be determined. Abatement is 99% complete. Demolition will be completed early next week with metal stud wall framing / masonry walls to commence.**

#### 4.1 STORAGE N224B

2010-09-02 Concern that this space has not yet been started. IDC to find and use knockdown frame with metal or wood door as temporary condition until permanent doors are delivered. Permanent frame to be knock-down to allow sheetrocking to be completed around door. Framing to start next week. Refrigerator is empty so can be unplugged where wire conflicts with new

Action:  
UMA

wall.

2010-09-23 Door frame is delivered and will be installed. Wiring for door this Monday or Tuesday. HVAC duct is installed.

Door will be installed by Friday. Grid and VCT will be done Monday with HVAC finish to follow.

2010-09-30 Grid and partial tiles installed. RDK Engineers to provide above-ceiling inspection.

2010-10-13 UMA to notify DPH of completion and move in dates for Storage 224B to clear area for IDC. UMA to review shelving requirements with DPH. Security alarm to be completed by late next week.

2010-10-21 Security system to be connected this week.

2010-11-4 Completed, closed.

#### 8.1 ITEMS TO BE REVIEWED

2010-10-21 DCA will review the security screen submittal. DCA will review / approve PCO IR for door hardware.

Action:

2010-11-4 DCA recommends approval of PCO IR by UMA. IDC requests approval of pencil requisition 1 (DCA sent comments to IDC 10/29). IDC to update requisition and resubmit.

IDC

#### NEW ITEMS

##### 9.1 ABATEMENT AT MORRILL 2

2010-11-4 UMA requests some minor abatement at Morrill 2 to be performed by IDC as part of this project in an unrelated area of the building.

Action:  
IDC

##### 9.2 ADDITIONAL ELECTRICAL OUTLETS AT 224 & 224A

2010-11-4 DPH requests some additional electrical outlets at 224 and 224A. UMA / DCA / RDK to review / coordinate with UMA furniture layout for quantity and location.

Action:  
IDC

**Next meeting** will be held at: **November 11, 2010**. Job meetings will be held on Thursdays at 11:00 am. Meetings will be held in Morrill N134A To the best of my knowledge and belief, these meeting notes are considered to be a true and accurate record of all items discussed. The undersigned shall be notified, in writing, within ten days of the date below, of any corrections or additions; otherwise, these minutes shall be considered accepted as written.

Respectfully submitted:

DIETZ & COMPANY ARCHITECTS, INC.

Kevin M. Riordon AIA

Date Prepared:

November 11, 2010

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